

19 JAN 1957

WB

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Presentations for the Director's Executive Staff Meeting

1. Pursuant to your recent request, I have prepared this list of subjects which merit presentation before the Director's Executive Staff Meeting at those times which may be allocated to the Office of Training:

a. With regard to our instructional programs:

- (1) Management training in the Agency;
- (2) Training for new professional employees;
- (3) Foreign Language training abroad;
- (4) Preliminary activities toward interdepartmental language instructional programs;
- (5) Agency training requirements;
- (6) Agency training standards.

b. With regard to OTR support and staff activities:

- (1) Agency Personnel Testing Activities;

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- (3) Some aspects of fitness reporting (in coordination with the Office of Personnel);
- (4) Instructor rotational policies;
- (5) Identification of JOT eligibles;
- (6) Development of the JOT.

2. These topics are not listed in any order of preference. May I request that the scheduling of any one of the topics be a matter of discussion with you before developing the outline of the presentation.

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for MATTHEW BAIRD
Director of Training

X1 OTR/PPS/ [] smile (5 January 1957)

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